This guide outlines the process to view information about an invoice for a vendor or individual.

### Voucher Inquiry

**Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**

1. Enter the Business Unit in the From and To column.
2. Enter the Voucher ID; Direct Pay = DP Number
   Travel = Travel Number
3. Click the Search button.

![Screenshot of Voucher Inquiry form](image-url)
### Voucher Details Tab

<table>
<thead>
<tr>
<th>Voucher Inquiry Results</th>
<th>Accounting Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit: STCMP</td>
<td>Voucher ID: WEL0022</td>
</tr>
<tr>
<td>Invoice Number: 11629</td>
<td>Invoice Date: 02/01/2006</td>
</tr>
<tr>
<td>Vendor ID: 0006093255</td>
<td>Vendor Name: Ashbury Images</td>
</tr>
</tbody>
</table>

#### 4. The Voucher Details will populate at the bottom under Voucher Inquiry Results

#### 5. Click on the Accounting Entries icon to view the accounting entries that are generated when a voucher is entered in the system

#### 6. A new window will open with the entries

#### 7. Close the window to return to the Voucher Inquiry page

#### 8. Click on the Payment Information icon to view the details on the payment
9. Click on the Payment Reference ID to view information on the check

10. The Payment Inquiry screen will open

11. Click on the Payment Reference ID
12. Click on the Voucher ID to return to the Voucher Inquiry Page

13. Click on the Amounts tab from the Voucher Inquiry Results

14. Click on the More Details tab from the Voucher Inquiry Results

15. Click on the Detail Lines icon to view the distribution of the voucher

16. A new window will open to the Voucher Details

17. Close the window to return to the Voucher Inquiry page
18. Click the Customize link

19. In the Column Order box, select the items to hide

20. Click the Hidden box

21. Move the items up or down based on the order to view the items

22. Click the OK button to return

Note: The line will now be based on the customization completed